



Detroit Regional Census Center

Come join the Census Team, where everyone counts. The Census Bureau produces quality data that helps Americans better understand our country - its population, resources, economy, society and culture. We offer competitive salaries, flexible hours and work arrangements, developmental opportunities, recognition for a job well done, and a host of other employment incentives. If working in an environment that values your individuality and diversity and allows you to innovate, engage in problem solving, and achieve your professional goals appeals to you, then the Census Bureau is the place for you.

Census Bureau Employment Opportunity

Administrative Assistant (AA):

Michigan, Ohio, West Virginia

(\$9.75/hr-\$15.00/hr location dependent)

Detroit Regional Census Center

300 River Place Dr.
Suite 2950
Detroit, MI 48207

P: 313.396.5200
F: 313.567.2108

Administrative Assistant (AA)

Performs a wide variety of clerical functions associated with office processing, field operations, recruiting, testing and Administrative operations.

- Incumbent serves as an Administrative Assistant to the Local Census Office manager.
- Receives and reviews incoming correspondence and other materials.
- Answers inquiries of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature.
- Forwards appropriate materials and other correspondence to members of the staff for their action.
- Monitors and controls documents requiring action by a specific date and insures such deadlines are met.
- Screens calls and refers them to appropriate staff members.
- Maintains supervisor's calendar and schedules appointments and meetings.
- Briefs supervisor on appointments and meetings.
- Makes all necessary arrangements for meetings.
- May be asked to attend some meetings.
- Sets up and maintains files.

Note: All applicants must pass a written multiple choice test.

Take the [practice test!](#)

Follow this link to read the entire job announcement and see how to apply: <http://www.census.gov/rodet/www/2010employ.html>

Download various forms for Census employment:

- [Census Employment Application](#)
- [Form I-9, Employment Eligibility Verification](#)
- [Form OF 306, Declaration for Federal Employment](#)

For more information on this and other employment opportunities in the Detroit Region please visit us on the web at: <http://www.census.gov/rodet/www/2010employ.html>.

AN EQUAL OPPORTUNITY EMPLOYER